

# Department Chair Appointments and Lecturer Matters

New Department Chair and Deans Retreat  
August 15, 2024

# Topic Overview:

- ❖ Department Chair Appointments
- ❖ Lecturer Hiring and Establishing Pools
- ❖ Lecturer Entitlements
- ❖ Order of Assignment of Work
- ❖ Careful Consideration and Evaluation of Faculty
- ❖ Other Lecturer Appointments



# Department Chair Appointments

- Chairs are in 12-month classification
- Chair Salary
  - 15% increase for 12-month classification
  - Department FTEF-based salary increase (\$160 or \$240)
  - Administrative fraction 0.8 or 1.0 plus 4.5% increase for Chair role

Example of calculation:

Academic Year Salary \$8,000 monthly X 15% to move 12-month= \$9,200 monthly  
\$9,200 X 4.5% (0.45) X administrative fraction 1.0 + \$160 (based on FTEF) = \$574  
\$9,200 + \$574= \$9,774 total chair salary with the chair increase

- Earn 2 days (16 hours) of vacation per month
  - Must take a minimum of 40 hours per year of vacation
- Chairs are in Faculty status (Unit 3 CBA)
- Transitioning back to AY faculty from 12-month Chair
  - Be aware of implications

Chairs teaching in the summer need to use vacation days



# Lecturer Hiring & Establishing Pools



## ❖ Procedures and Calendar for Recruitment of Part-Time Faculty for the Spring 2025 (December 13, 2023) - Memo

- ✓ Part-Time Faculty Position Announcement (formerly AA-6 form)
- ✓ Ranking Criteria – Preferred Qualifications

### Resources:

- Section 700
- Collective Bargaining Agreement (CBA)
- Chief Diversity Office & Faculty Affairs
- Chairs Leadership Academy

## Lecturer Hiring & Establishing Pools

### ❖ **What are pools?**

- ✓ Temporary Faculty Applicant Position/Course Pools
- ✓ Well-defined, documented selection/evaluation criteria

### ❖ **About the Pool Log?**

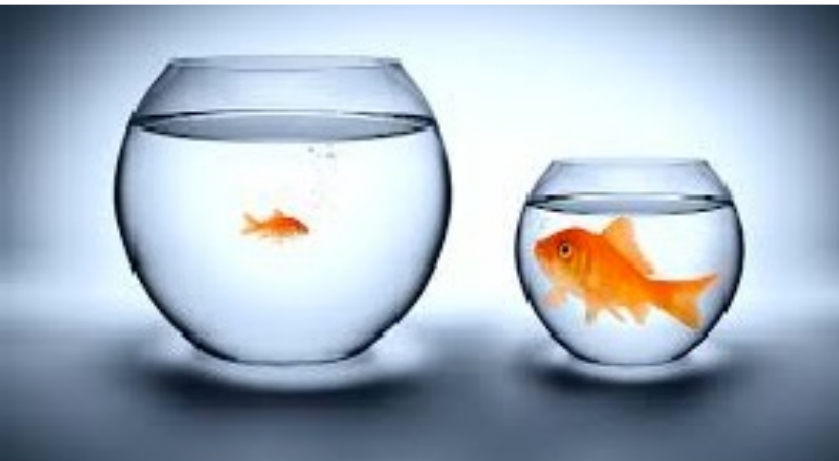
- ✓ Applicant Pool Log and Disposition for Part Time Faculty (formerly AA-7)
- ✓ Applicants are rated Satisfactory (1) or Unsatisfactory (2) and placed in the applicant pool log.
- ✓ The Department is the official record keeper.
- ✓ May a department have more than one pool?
  - ▶ Yes. This is actually preferred.
  - ▶ Applicants may apply to more than one pool



## Lecturer Hiring and Establishing Pools

### Things to know about the Process:

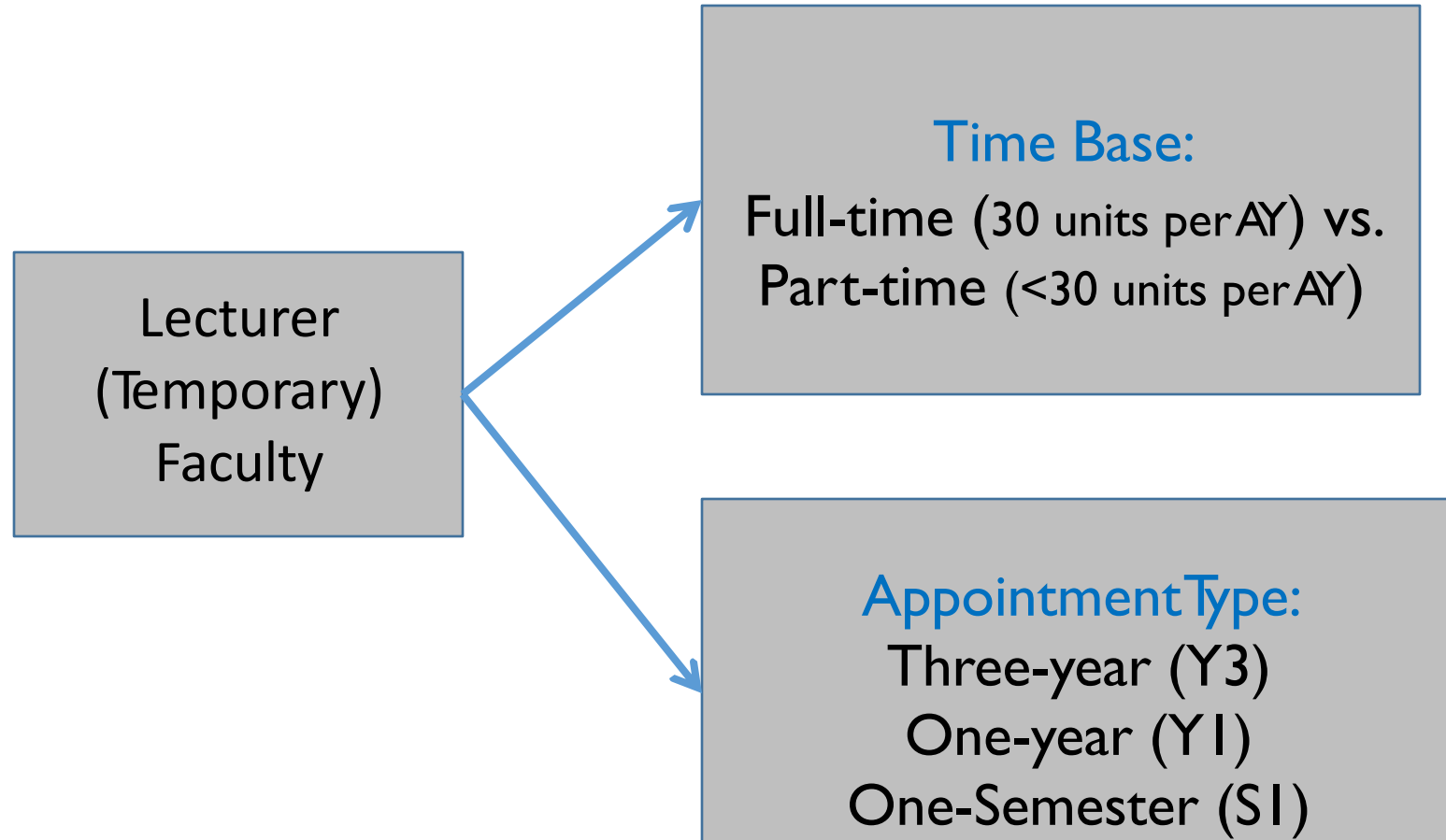
- ✓ Department faculty hiring committee can rank faculty in the pools but...  
...must establish whether applicant is “In the pool or not”
- ✓ Rank by teaching ability and relevant professional experience, *not* by seniority but, must respect the “appointment status” and entitlements!
- ✓ Important Considerations:
  - ❖ Best Practice is to inform the lecturer which pools they are qualified for
  - ❖ Changing the ranking of faculty in the pool: 1 to 2, and vice versa (consult with Faculty Affairs, document reason and inform the lecturer)
  - ❖ When hiring a Lecturer, a Personnel Action File (PAF) must be created.



# Why Are Entitlements Important?

---

## Lecturer Entitlements: Appointments





# Lecturer Entitlements

## One-year Appointment (Y1)

A Lecturer teaches two consecutive semesters (beginning with Fall) the faculty member is eligible for a one-year appointment. The unit entitlement is based on the prior academic year.

(Semester example: Fall and Spring or Spring\* and State-Side Summer)

### What factors into receiving a One-Year Appointment?

- ✓ Has demonstrated teaching effectiveness
- and
- ✓ Is offered units the next fall term
- ✓ Now the Lecturer's status becomes a one-year (Y1) appointee consisting of a “similar assignment”.



# Lecturer Entitlements

## Three-year (Y3) Appointment Entitlement



### New:

- ❖ The first three-year appointment and entitlement is determined by the WTU's assigned during the 6<sup>th</sup> year of consecutive employment (eligibility year).
- ❖ Worked at least one semester per Academic Year for six consecutive years (Summer term may be applicable)
- ❖ Cumulative Review of the six academic years (rated Satisfactory) please adhere to FA memo with dates

### Renewed:

- ❖ A subsequent three-year appointment and entitlement is determined by the WTU's assigned during the last year of the prior three-year appointment (eligibility year; Summer term may be applicable).
- ❖ Cumulative Review of three academic years (rated Satisfactory)

# Semester Campus Rule

**Semester Campus Rule:**

Must work 2 consecutive terms in prior academic year and only first 2 consecutive terms count in establishing entitlement. Fall is first term of the year.

**Semester Campus Example:**

| Academic Year #1<br>Work Assignment |      |        |                         | Academic year #2<br>1-year entitlement if appointed<br>in Fall? |                       | Does AY #1 Service<br>Count Toward 6 Years<br>required under 12.12? |     |
|-------------------------------------|------|--------|-------------------------|---|-----------------------|---|-----|
|                                     | Fall | Spring | State<br>Side<br>Summer |   |                       |   |     |
| <b>1</b>                            | 9    | 6      |                         | <b>1</b>  | 1 year for 15 WTU's   | <b>1</b>  | Yes |
| <b>2</b>                            | 9    | 6      | 3                       | <b>2</b>  | 1 year for 15 WTU's   | <b>2</b>  | Yes |
| <b>3</b>                            |      | 6      | 3                       | <b>3</b>  | 1 year for 9 WTU's    | <b>3</b>  | Yes |
| <b>4</b>                            | 9    |        |                         | <b>4</b>  | no 1-year entitlement | <b>4</b>  | Yes |
| <b>5</b>                            |      | 6      |                         | <b>5</b>  | no 1-year entitlement | <b>5</b>  | Yes |
| <b>6</b>                            |      |        | 3                       | <b>6</b>  | no 1-year entitlement | <b>6</b>  | No  |

# Noteworthy

- ✓ Entitlements apply to a single department on a single CSU campus
- ✓ Entitlement  $\neq$  Guaranteed Units (Subject to budget and enrollment for part-time lecturers)
- ✓ Department's obligation is to offer units
- ✓ Declining of all offered units. Inquire on whether this is a resignation

# Order of Assignment

## Article 12: Appointment (12.29a/12.29b)

1. Tenure-line Faculty (including FERP)
2. Administrators then Teaching Associates
3. Volunteer Faculty
4. Qualified Temporary Faculty (in pools)

| First assign courses to: Tenured and Probationary Faculty (including FERPs), Administrators, Teaching Associates and other Academic Student Employees, and Volunteer Faculty then assign; |   |
|---|---|
| Beginning of the Academic Year  | During the Academic Year  |
| 3-year full-time appointees   | 3-year full-time appointees   |
| 3-year part-time appointees, up to "entitlement"  | 3-year part-time appointees   |
| Eligible for 3-year, on "recall" list   | Eligible for 3-year, on "recall" list   |
|   | Continuing 1-year full-time   |
|   | Continuing 1 year, part time  |
| Visiting faculty  | Visiting faculty  |
| "Careful consideration" (note requirement for prior year faculty) part-time and full-time appointed in prior academic year  | "Careful consideration"   |
| New or additional work: 3-year part-time appointees, up to full-time (or 1-year part-time appointees who are demonstrably better qualified)   | New or additional work: 3-year part-time appointees, up to full-time (or 1-year part-time appointees who are demonstrably better qualified) |
| New or additional work: One-year part-time appointees, up to full-time  | New or additional work: One-year part-time appointees, up to full-time  |
| New or additional work: All other qualified candidates  | New or additional work: All other qualified candidates  |

# Order of Assignment

## Article 12: Appointment (12.29a/12.29b)

### New or Additional Work:

Work a department determines is available to part-time temporary faculty

- ▶ Work left behind by faculty leaving CSU on a permanent or temporary basis (e.g., Leave of Absence, Sabbatical)
- ▶ Work created by new courses or sections that will be taught by temporary employees

**Note:** Temporary vs. Permanent New or Additional Work → may affect entitlement

Order of  
Assignment  
Careful  
Consideration  
& Evaluation  
(Article 12.7  
of CBA)

What is meant by “careful consideration?”

All applicants start on an equal basis based on Order of Assignment where seniority is not a criteria.

- ▶ Looking at Previous Pool Log Rating
- ▶ Review of Personnel Action File (PAF)  
(Evaluation - Student and or Peer)

**REMEMBERTO SIGN THE (PAF) LOG!**

\*Log sheet can be electronic as long as there is a tracking.

## Other Lecturer Appointments

### Substitutes

- ✓ Less than 20 calendar days; Lecturers must be paid for class/contact hours taught.
- ✓ Tenure-Track Faculty cannot be paid for substitute work.

### Rehired Annuitants (Lecturers)

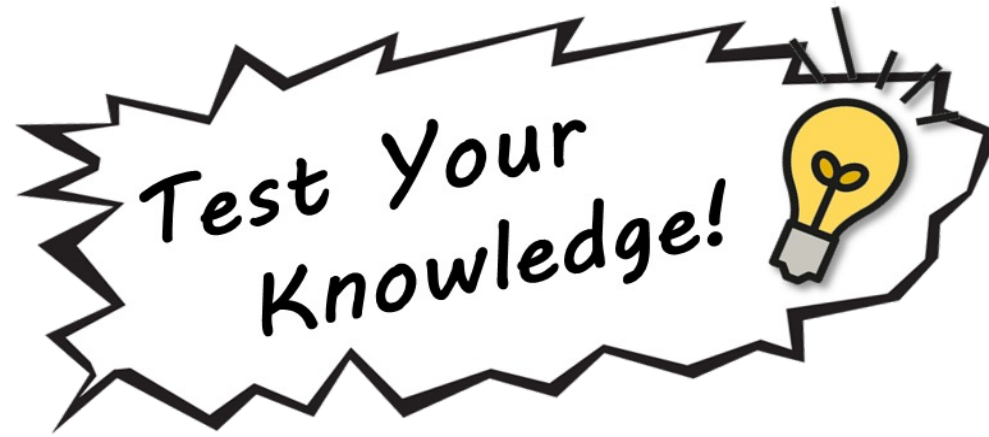
- ✓ CalPERS Restriction on workload

### Emergency Hires

- ✓ After all faculty assignments have been made and there are no qualified and available faculty in the pool or department.
- ✓ Will only be considered when there is not ample enough time to reopen a pool for applicants.







1) Does entitlement change during the term of a three-year lecturer appointment as a result of new or additional work?

>> YES

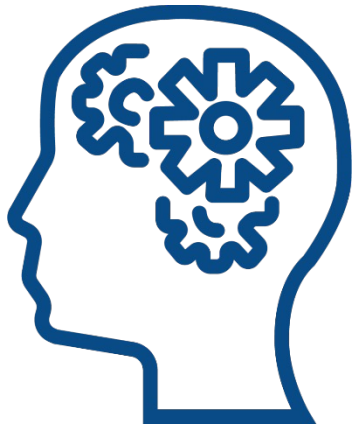
>> NO



Test Your  
Knowledge



2) If a lecturer with a three-year contract declines work during their current entitlement contract, does declined work change the current entitlement?



>> YES

>> NO



3) If a Part-time Lecturer is entitled to 12 units for the 2024-25 Academic Year, but you can only offer them 9 units, can I use the 2025 state-supported Summer Term to make up the 3 units?

>> YES

>> NO



## Group Table Question

4) A part-time lecturer taught one course both in Fall 2023 and Spring 2024. The faculty member was offered a one-year appointment (Y1) for 2024-2025 but declined the course offered for Fall 2024. Does the department owe the lecturer an assignment in Spring 2025?

>> YES

>> NO

